

**1 February 1997**

**Civil Engineering**

**DOCUMENTATION OF MILCON PROJECTS DURING FINAL ACCEPTANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

The purpose of this operating instruction is to establish procedures for handling documentation and recording information for MILCON projects during the final acceptance phase.

**SUMMARY OF REVISIONS:**

This is the first publication of CEC OI 32-12, substantially revising CEC OI 89-18.

1. **RESPONSIBILITY:** It is the responsibility of the NCOIC of Contract Management to ensure this operating instruction is adhered to.

**2. PROCEDURES:**

2.1. Submittals: When submittals of contractor's materials and equipment are received by the CE construction inspector from the construction agent, it will be kept by the CE construction inspector for two years after final acceptance date. After that time, it may be discarded.

2.2. Operations and Maintenance Manuals: When the CE construction monitor receives O&M manuals, it will be distributed as follows:

2.2.1. One copy to construction inspector.

2.2.2. One copy filed in the Engineering Flight Library

2.2.3. Forward all other copies to Chief, Operations Flight.

2.3. Logging Procedures: Each project file shall have a log reflecting the following information:

2.3.1. As Built Drawings: Date received.

2.3.2. O&M Manuals: Date received and distributed.

2.3.3. Inspections: Dates when use and possession, as well as final inspections are performed. If project accepted in phases, then each phase will have a separate entry.

2.3.4. Warranty Commencement: Date warranty period begins. This is normally the date when the use and possession agreement is signed or the date of final acceptance.

2.3.5. Transfer and Acceptance of Military Real Property, DD Form 1354: Date the form is signed.

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